Call for Abstracts - Submission Guidelines

AACPDM Annual Meeting Policy Reminders

- Authors are strongly encouraged to be an AACPDM Member (http://www.aacpdm.org/membership/apply-renew).
- Abstracts may not be submitted if they have been published as a full research paper at the time of submission.
- Abstracts accepted for the 75th Annual Meeting must be unbiased and free of conflicts of interest. Abstracts will be non-promotional in nature and without commercial bias. Papers that are written in a manner that promotes a company, service, or product will not be considered.
- All presenters of accepted abstracts are **required** to register for the Annual Meeting. Fees are *not* reduced or waived for presenters. The second author should be prepared to attend if an emergency causes the primary author's absence.
- Withdrawal of an accepted abstract after the final program has been assembled will result in the lead author being barred from submitting work to the next Annual Meeting.
- The committee will look favorably on submissions that directly address topics such as:
  - Early Detection and Intervention
  - Adapted Sports and Participation
  - Genetics in Developmental Disabilities
  - Innovation and Technology
  - Diversity, Equity and Inclusion

All abstract submitters will be asked to indicate your presentation preference if accepted:
- Pre-recorded presentation (virtual presentation);
- Live presentation (in-person);
- Either option

Abstract submissions must be received by **Friday, January 31, 2021 at 11:59 PM (ET)**.

Online Abstract Submission Instructions

1. Visit [ABSTRACT SUBMISSION SITE LINK HERE](#)

2. To create an account and begin building your profile, scroll to the bottom of the page and select "Join Now". The email and Access Key will be used for future access to this site. This is separate from your login to the AACPDM website.

The AACPDM does not have access to your access key for abstract submissions. If you have forgotten your access key, select "Lost your access key?" and follow the instructions.

3. Once you log in, you can modify your account, start a new submission or update and review previously submitted abstracts.

4. To begin a new submission, select "Click here to begin a new Abstract". Please read and follow all instructions thoroughly.

5. Once you enter your title and select your submission type, complete each task and follow the directions that are provided.

6. After all tasks have been completed, select "Preview and Submit" to finalize your submission.

DEADLINE: Abstract submissions must be received by **Friday, January 31, 2021 at 11:59 PM (ET)**.

Notifications will be emailed by the end of March, 2021.

Expectations of Abstract Submissions:
- Each author listed on the abstract is required to complete a Financial Disclosure, which is located in the "Presenters and Authors" section of the submission site.
- Abstracts should be submitted in "people-first" language and avoid potentially pejorative terms, such as "wheel-chair bound", "afflicted", or any other terms that may be deemed insensitive to persons with disabilities (http://rtcil.org/products/media).
- It is expected that all research involving human subjects or animals has been approved by the appropriate ethical review committee.
- Detailed expectations for each submission type are outlined on the following pages.

Mini Symposia – New in 2021!!

Mini-Symposia are 75 minutes in length, providing formal in-depth instruction for continuing professional education combined with audience participation and interaction. Please limit all symposia speakers (including author) to no more than six, due to technology restrictions.

Mini-Symposia are an important component of the Academy meeting. We recommend that authors structure their course abstract according to the following guidelines:

1. There is a strict 3,000 character count, including spaces, which will be imposed on the length of the body of the abstract.

2. Content should be current, evidence based, practical, applicable to the AACPDM audience and provide a balanced perspective. Each mini-symposium should include experts representing multiple centers speaking along a certain theme. The mini-symposium will be matched to a free paper session in a similar topic area, e.g. tone control, neurology, orthopedics, developmental delay, rehab therapies, etc.

3. The most positively evaluated courses are those which encourage audience participation in a variety of ways throughout the session. Preference will be given to courses that plan for audience participation.

4. Careful consideration should be given to the number of presenters. *Involvement of no more than six presenters is highly recommended*, as having too many presenters often results in loss of continuity and excess use of time.

5. Handouts are **recommended** for any accepted abstract for Mini-Symposia. Handouts submitted electronically prior to the meeting will be included on the AACPDM website. (Prior permission must be obtained to duplicate copyrighted materials.) Additional instructions for submitting handouts will be sent to accepted presenters and posted on the AACPDM website.

6. Please note: Individuals may only present in a maximum of two mini-symposia.

Scientific Presentation

- When an abstract is submitted as a Scientific Presentation, you are asked to indicate a preference of presentation format (free paper, poster or both). However, if the abstract is accepted for presentation, the Scientific Program Committee determines the final presentation format. All abstracts that are accepted in this category will be published in the *Developmental Medicine & Child Neurology* (DMCN) supplement. **Please note: Individuals may present a maximum of two oral presentations.** This includes papers presented on behalf of first authors who are unable to attend the meeting.

- **Free Paper (podium presentation)** – A seven-minute oral presentation held during one of the concurrent "Free Paper" sessions during the Annual Meeting.

- **Scientific Poster** – Scientific (and Demonstration) Poster Presenters will be <u>required</u> to submit their poster in 2 formats: a traditional mountable poster (to be displayed on a bulletin board) as well as an ePoster. An ePoster is an electronic version of the traditional mountable poster in PDF format. It will be displayed on computer monitors at the Annual Meeting and posted on the AACPDM website for 2 months after the Annual Meeting. Dual display methods will increase exposure to the work and allow people to view the poster at their convenience. Additional details will be sent to accepted poster presenters and posted on the AACPDM website.

The members of the AACPDM Scientific Program Committee will review the abstracts, blinded to the names of the authors and institutions affiliated with the submission. Presentations will be selected on the basis of their research question or hypothesis, study design/methodology/conclusions, impact/relevance and importance.

Student status will not affect your abstract submission type or the grading of your abstract. Scientific Posters submitted by students will not be differentiated from those submitted by non-students.

In order to make fair comparisons of the quality of submitted abstracts across a wide spectrum of disciplines, it is imperative that the format of a structured abstract be followed.

There is a strict 3,000 character count, including spaces, which will be imposed on the length of the body of the abstract. You will need to complete each section of the abstract body as follows:

Background and Objective(s): Provide a brief statement about the problem or question/s of interest followed by the specific objective/s of the study. Include a list of hypotheses, when applicable.

Study Participants & Setting: Describe participants and relevant information about the setting(s) in which the research was conducted so that generalizability of the results can be determined. The inclusion/exclusion criteria, number who participated out of the number eligible and pertinent socio-demographic information may be described.

Some terms used to describe participant selection process include: random sampling, consecutive series, convenience sampling, volunteer sampling, purposeful (or purposive) sampling. Examples of relevant settings include primary care, tertiary or referral center, institutional setting, general community, etc.

Materials/Methods: Describe the methods used to conduct the study. Where applicable, identify the primary (and important secondary) outcomes and what statistical methods (where applicable) were used to conduct the analyses. For qualitative studies, describe methodology used and briefly summarize data collection methods and data analysis processes.

Results: Scientific abstracts **must** contain results from the completed study. Statistical analyses must be appropriate for the study design and level of data. Standard deviations or 95% confidence intervals and the level of statistical significance are to be reported, when applicable. Results of qualitative studies must include brief summary of themes or conceptual model, as appropriate.

Conclusions/Significance: Only those conclusions that can be supported by the data presented in the study should be reported. The significance or implications of the findings may be described.

Demonstration Poster

The purpose of a Demonstration Poster is to showcase emerging ideas, generate discussion regarding service delivery models, highlight novel techniques and technologies; and/or advocacy efforts pertaining to the care of people with childhood-onset disabilities. Demonstration Posters can be used to highlight an upcoming funded clinical study (i.e. study protocol), **but abstracts that describe data analyses and results must be submitted as a Scientific Presentation. In addition, reviews (i.e., systematic, scoping, umbrella) and meta-syntheses must be submitted as scientific presentations. Abstracts that are clearly more appropriate for scientific presentations will not be considered for a demonstration poster.** The Demonstration Posters will be fully recognized in the program; however, please note that these abstracts will not be published in the *Developmental Medicine & Child Neurology* (DMCN) supplement.

If accepted, Poster Presenters will be <u>required</u> to submit their poster in 2 formats: a traditional paper poster (to be displayed on a bulletin board) as well as an ePoster. An ePoster is an electronic version of the traditional mountable poster in PDF format. It will be displayed on computer monitors at the Annual Meeting and posted on the AACPDM website for 2 months after the Annual Meeting. The dual display methods will increase exposure to the work and allow people to view posters at their convenience. Details will be sent to accepted presenters and posted on the AACPDM website.

The following criteria will be used to judge Demonstration Poster abstracts:
- Innovation
- Potential to impact research and/or clinical practice in childhood-onset disability
- Freedom from commercial bias
- Safety
- Scientific abstracts of hypothesis driven research or other abstracts that would qualify for submission as a Scientific Presentation will not be considered for Demonstration Posters

There is a strict 3,000 character count, including spaces, which will be imposed on the length of the body of the abstract. The abstract should be structured as follows:

Background/Objectives: Provide a brief introductory statement about the issue at hand followed by the specific objectives of the Demonstration Poster.

Description: Provide a description of the information to be presented in the poster.

Significance: Briefly explain the significance or importance of the information being presented, highlighting novel and innovative aspects. Where appropriate, suggest future research that might help establish, validate or strengthen these new ideas.

Clinical Observation or Single Case Study Poster

These posters will provide clinicians others the opportunity to share observations and single case studies that illustrate important or novel findings, treatment outcomes, or lines of scientific inquiry The goal is to serve as a forum for interesting observations that may not meet the robust standards of scientific evidence needed for a scientific poster but are valuable and compelling to our attendees.

Note: **any data analyses and results must be submitted as a Scientific Presentation. In addition, reviews (i.e., systematic, scoping, umbrella) and meta-syntheses must be submitted as scientific presentations. Abstracts that are clearly more appropriate for scientific presentations will not be considered for this poster presentation.**

The **Clinical Observation or Single Case Study Posters** will be fully recognized in the program; however, please note that these abstracts will not be published in the *Developmental Medicine & Child Neurology* (DMCN) supplement.

If accepted, Poster Presenters will be required to submit their poster in 2 formats: a traditional paper poster (to be displayed on a bulletin board) as well as an ePoster. An ePoster is an electronic version of the traditional mountable poster in PDF format. It will be displayed on computer monitors at the Annual Meeting and posted on the AACPDM website for 2 months after the Annual Meeting. The dual display methods will increase exposure to the work and allow people to view posters at their convenience. Details will be sent to accepted presenters and posted on the AACPDM website.

The following criteria will be used to judge Clinical observation and case study Poster abstracts:
- Innovation
- Potential to impact research and/or clinical practice in childhood-onset disability
- Freedom from commercial bias
- Safety
- Scientific abstracts of hypothesis driven research or other abstracts that would qualify for submission as a Scientific Presentation will not be considered for Clinical observation and case study Posters

There is a strict 3,000 character count, including spaces, which will be imposed on the length of the body of the abstract. The abstract should be structured as follows:

Background/Objectives: Provide a brief introductory statement about the observation or case study and objectives of the project.

Description: Provide a description of the information to be presented in the poster.

Significance: Briefly explain the significance or importance of the information being presented, highlighting novel and innovative aspects. Where appropriate, suggest future research that might help establish, validate or strengthen these new ideas.